

G-2 2338-H-13

January 27, 1922.

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Instructions on File

MEMORANDUM FOR THE CHIEF, M.I. 5:

Subject: Correspondence with Civilians.

1. Receipt is acknowledged of your memoranda of January 20th and 25th on the subject of communication with civilians.
2. The memorandum of April 16, 1920, on "Method of Cooperation" had not come to my attention previously, but I find on investigation that the method given had been carried out in M.I. 9 for a long period of time. As a matter of fact, for about a year, there has been very little occasion in M.I. 9 for correspondence with civilians, and such as there has been was conducted through M.I. 5.
3. On my arrival in the Geographic Branch, on September 1, 1921, I found the following practice being followed in M.I. 7 in communicating with civilians:
 - (a) Where the civilian is unknown and has never been approached before, or was not an American, all correspondence has invariably been routed to M.I.5 for signature.
 - (b) Where the civilian has been an American of more or less renown, purely interested in geography, the letter has been usually prepared for the signature of the Chief of the Geographic Branch. This usually applies to presidents of geographical societies and professors of geography, who would fail to see the interest of M.I.D. unless the full title of "Chief, Geographic Branch" appeared under the signature.
 - (c) Where personal contact has been made, as is most frequently the case, between the individual and the Chief of this Section on purely geographic affairs; such as at meetings of the Geographic Society or visits of the individual to the Section, the letter is usually signed by the Chief of the Section. This class of correspondence is usually with American engineers, map makers, professors of geography, and employees of the recognized geographical societies, who, as a rule, know nothing of military organization and would, it is feared, in most cases, be noncommittal, lacking in interest or confused were letters to be signed by those whom they had not met, regardless of their rank.

4. I am of the opinion that it is an excellent plan to route letters to civilians through M.I.5, as it undoubtedly assists greatly to avoid duplication in the Military Intelligence Division, and all such matters can be much more thoroughly coordinated.

All letters to civilians will be routed through your office.

5. The carbon copy of the memorandum, dated April 16, 1920, is herewith returned to you.

incl.
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GUY S. NORVELL
Lieut. Colonel, General Staff,
Acting Chief, Geographic Branch.